

Retention and Classification Report

Agency: Legislative Assembly (582)

W210 State Capitol Complex
Salt Lake City, UT 84114

Records Officer

00246 *Account book
02283 *Administrative records
05100 *Agency appropriation requests
00458 *Committee records
26789 Directories
19544 *Directory and rules
12399 *Individuals' legislative bill copies
12788 *Investigatory committee minute book
03145 *Journals
03515 *Judicial system study records
83155 Laws of Utah
03295 *Legislative subject files
03298 *Little Hoover Commission administrative records
03296 *Minutes
03297 *Newspaper clippings
04072 Pictures and negatives
00427 Publications
22123 Questions and Answers pamphlets
28185 *Recodification task force
04583 *Resolutions and memorial record books
03156 Rosters
26788 Rules
17786 Scrapbooks
04073 *Slides
03538 *State agency survey reports
03182 *Tax committee's records
05618 *Taxation committee reports
03150 *Territorial legislative records
83238 Utah code annotated
01052 Utah code unannotated

AGENCY: Legislature

SERIES: 246

3

TITLE: Account book

DATES: 1852-1869.

ARRANGEMENT: Chronological by term.

DESCRIPTION:

This volume records the expenditures of the earliest legislatures including per diem expenses to individual legislators; clerical expenses; services (eg. cleaning); and other incidentals (eg. soap, candles).

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal Historical

This volume records data on the activities of the territorial legislatures.

AGENCY: Legislature

SERIES: 246

TITLE: Account book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 2283

3

TITLE: Administrative records

DATES: 1896-1979.

ARRANGEMENT: Chronological.

DESCRIPTION:

Communications, constituent correspondence, reports, research materials, speeches, and other records of the legislature and its members.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 06/30/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature

SERIES: 2283

TITLE: Administrative records

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the Legislature's achievements, decisions, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 5100

3

TITLE: Agency appropriation requests

DATES: 1963-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

AGENCY: Legislature

SERIES: 5100

TITLE: Agency appropriation requests

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 458

3

TITLE: Committee records

DATES: 1923; 1940-1979.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Agenda, minutes, correspondence, reports, and other records of the various committees. Includes records of joint committees and subcommittees; may also include records of individual chamber standing committees, interim committees, and Legislative Research committees or task forces. Includes appropriations, education, higher education, legislative operations (legislative offices building issues), public safety and transportation, etc. Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 06/10/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature

SERIES: 458

TITLE: Committee records

(continued)

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting committee achievements, actions, meetings, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 26789

3

TITLE: Directories

DATES: 1999-

ARRANGEMENT: Chronological by date published

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/17/2008

FORMAT MANAGEMENT:

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Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Provides valuable historical information about members of the Legislature and in what capacity they served.

AGENCY: Legislature

SERIES: 26789

TITLE: Directories

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 19544

3

TITLE: Directory and rules

DATES: 1923-1987.

ARRANGEMENT: Chronological by session year.

DESCRIPTION:

This series contains publications with information pertaining to state officials, House and Senate rosters, committees, House and Senate rules and rules index.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

AGENCY: Legislature

SERIES: 19544

TITLE: Directory and rules

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 12399

3

TITLE: Individuals' legislative bill copies

DATES: 1925-1971.

ARRANGEMENT: Chronological by session.

DESCRIPTION:

These are personal copies, with notations, of legislative bills. They may have belonged to senators, representatives, clerks, or even individuals not associated with the legislature. In many cases, notations are not extensive enough to tell whose copies these are; in others the legislator is identified.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting legislative intent for various bills.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 12788

3

TITLE: Investigatory committee minute book

DATES: 1899.

ARRANGEMENT: Chronological.

DESCRIPTION:

This book records the minutes of a joint house and senate committee formed to investigate charges against one of the candidates for the U.S. Senate.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/25/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the investigation and has high research value to historians.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: Legislature

SERIES: 3145

4

TITLE: Journals

DATES: i 1851-1880.

ARRANGEMENT: Chronological by session and year.

DESCRIPTION:

These journals contain the published minutes of the Legislative Assembly. They include the minutes of both the House of Representatives and the Council (Senate) as well as joint session minutes. After 1880, the journals were published as two separate series, one for the Senate and the other for the House.

Both houses followed a similar standard order of business.

Legislating via bills and resolutions is the most frequent. The title of the bill is recorded as well as its status: at which reading it is, whether it passed, committee referrals, amendments and rewrites motioned, etc. Individuals motioning for actions are recorded, but names on final votes are not. Contents of the bills are not recorded.

The appointment and election of Utah government officials is a subject of the journal.

Committee reports cover a wide spectrum of business. Reports of territorial agencies, such as the Deseret Agricultural and Manufacturing Society, Office of the Superintendent of Public Instruction, University of Deseret, Treasurer and Auditor's Office are regularly read into the minutes. Various communications, including petitions and county financial reports, may also be included.

Messages from the opposing chamber are recorded in full. Messages from the Territorial Secretary or the Governor on the passage, veto, or objections to bills are also recorded. Annual messages of the Governor to the joint session are printed in full.

Memorial tributes are rare but long, notably one in 1878 following the death of Brigham Young the previous year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Legislature

SERIES: 3145

TITLE: Journals

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These are the official records of the territorial legislature. They provide one of the most detailed records of that agency's actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3515

3

TITLE: Judicial system study records

DATES: 1966.

ARRANGEMENT: none

DESCRIPTION:

Results and data for a study on judicial system administration as authorized by HB 14 of the 1966 First Special Session. In 1967, the Legislature enacted legislation changing aspects of court administration (Laws of Utah, 1967 ch. 222) presumably based in part on this study.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the court administration's policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 83155

4

TITLE: Laws of Utah

DATES: i 1851-

ARRANGEMENT: Chronological by year of publication.

DESCRIPTION:

These volumes publish the laws passed in each respective legislative session. Volumes were created after each regular and special session of the state legislature or the territorial assembly. Until 1972 these laws were not considered binding until publication. Laws were passed in three types of sessions: regular legislative session records; special sessions which resolve immediate concerns before the next regular session; and budget session records (1968-1985). A listing of individual members of the legislature and their districts has been included since statehood, but recent volumes include more details about them such as party affiliation and committee assignments. Listings of major state administrative and judicial officials began in 1901. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to

AGENCY: Legislature

SERIES: 83155

TITLE: Laws of Utah

(continued)

weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

The production of this series has its origin in this requirement-Acts, Resolutions, and Memorials for the Territory of Utah 1851, page 213-214. Laws are indefinitely relevant.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3295

3

TITLE: Legislative subject files

DATES: 1955-1979.

ARRANGEMENT: Chronological by year or groups of years, thereunder alphabetical by topic.

DESCRIPTION:

Topical files created by the legislature or individual legislators to help understand and vote on critical pieces of legislation. Topics include education, energy, mobile homes, taxation, unemployment, etc. Documents include correspondence, reports, press releases, etc. Only parts of these files have survived.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/10/2003

FORMAT MANAGEMENT:

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These files provided historical background on major legislative topics of the day.

AGENCY: Legislature

SERIES: 3295

TITLE: Legislative subject files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3298

3

TITLE: Little Hoover Commission administrative records

DATES: 1965-1966.

ARRANGEMENT: Alphabetical by subject, thereunder chronological by date.

DESCRIPTION:

This series includes administrative reports from the Little Hoover Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The records in this series document the history and function of the Little Hoover Commission. These records have both administrative value in tracking important changes in state government, as well as historical value for researchers interested in documenting important changes in government organization over time.

AGENCY: Legislature

SERIES: 3298

TITLE: Little Hoover Commission administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3296

3

TITLE: Minutes

DATES: 1977.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Local government commission surveys and reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/07/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Legislature

SERIES: 3296

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3297

3

TITLE: Newspaper clippings

DATES: 1971-1976.

ARRANGEMENT: none

DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files.

RETENTION:

Retain until administrative use ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 29.

AUTHORIZED: 06/06/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative use ends and then destroy.

APPRAISAL:

Administrative

These are random clippings pertaining to the legislature. A researcher would be advised to read the papers of the period for a more organized presentation of legislative activities.

AGENCY: Legislature

SERIES: 3297

TITLE: Newspaper clippings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 4072

3

TITLE: Pictures and negatives

DATES: 1935-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes picture of Senate 32nd Session, 1957; also proof prints from Eckers Photography to Sen. Barlow, 1967. Various undated and unidentified pictures of individuals and the House and Senate chambers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Photographs and negatives document this history of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 427

3

TITLE: Publications

DATES: 1896-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legislation, fiscal and financial operations, legislature, legislators, house, senate, and all other activities of the Legislature. This series consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/13/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature

SERIES: 427

TITLE: Publications

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 22123

3

TITLE: Questions and Answers pamphlets

DATES: ca. 1970-

ARRANGEMENT:

DESCRIPTION:

These pamphlets give answers to frequently asked questions about the Legislature, Senate and House of Representatives; laws; bills; organization charts; and Senate and House of Representatives district boundaries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These pamphlets document the functions of the state legislature.

AGENCY: Legislature

SERIES: 22123

TITLE: Questions and Answers pamphlets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 28185

3

TITLE: Recodification task force

DATES: 1983.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition is based on the historic value of these records in helping illuminate organization of the Utah Code, as well as the intent behind decisions made during its recodification.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 4583

3

TITLE: Resolutions and memorial record books

DATES: 1894.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3156

3

TITLE: Rosters

DATES: 1929-

ARRANGEMENT: Chronological.

DESCRIPTION:

These rosters contain a listing of senators and representatives with information pertaining to political party, district, counties represented, address and telephone numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/14/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical and research value of these rosters to document the members and organizational structure of the Legislature.

AGENCY: Legislature

SERIES: 3156

TITLE: Rosters

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 26788

3

TITLE: Rules

DATES: 1989-

ARRANGEMENT: Chronological by date published

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/17/2008

FORMAT MANAGEMENT:

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Beyond the administrative value for the current session, these provide historical material concerning the workings of the Legislature.

AGENCY: Legislature

SERIES: 26788

TITLE: Rules

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 17786

3

TITLE: Scrapbooks

DATES: 1969-1975

ARRANGEMENT:

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

APPRAISAL:

Historical

The scrapbooks in this series document the history and function of state agencies. These records contain information of value to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 4073

3

TITLE: Slides

DATES: ca. 1970-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are slides taken of legislators and the capitol interior in the early 1970s.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 06/10/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Slides: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Transparencies document the history of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3538

3

TITLE: State agency survey reports

DATES: 1959-1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Copies of reports submitted from state agencies in response to a survey request from the State Services and Finance Standing Committee of the Legislative Council. The reports discuss agency organization, purpose, and finances.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these reports in providing a snapshot of agency achievements, policies, procedures, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3182

3

TITLE: Tax committee's records

DATES: 1953-1954.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

The 1953 Legislature in a joint resolution SJR 26 assigned a study of taxation in relationship to school revenues to the Legislative Council. Governor J. Bracken Lee also requested the Tax Commission to conduct a survey of Utah's tax structure as part of a study of school finance problems. An agreement was reached 31 August 1953 for a cooperative tax study. These are the background records, correspondence, memoranda and other records of that study.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the committee's research, decisions, issues, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 5618

3

TITLE: Taxation committee reports

DATES: i 7/1946-1/1970.

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3150

4

TITLE: Territorial legislative records

DATES: 1851-1894.

ARRANGEMENT:

DESCRIPTION:

Utah became a territory in 1851 and the Territorial Legislative Assembly first met on September 22, 1851. The Territorial Assembly was responsible for creating laws to govern the territory. These records contain the acts, bills, resolutions, memorials, and petitions of the first through thirty-first sessions (to statehood) of the Assembly. This series also contains reports, e.g. the Superintendent of Public Schools, University of Deseret; financial claims; and correspondence concerning the duties and actions of the Assembly. Within these documents charters of cities, divorce and marriage laws, laws regulating the physical construction of the state, legislation creating local governments, and numerous other laws setting the framework of life in Utah Territory can be found. The debate on polygamy can be witnessed through the bills and Governors' messages. Unfortunately, not all of the Governors' messages are contained in this series; for a more complete set see series 3145, JOURNALS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Legislature

SERIES: 3150

TITLE: Territorial legislative records

(continued)

authority to weed.

APPRAISAL:

Historical

This series portrays the legal construction of the Utah Territory.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 83238

4

TITLE: Utah code annotated

DATES: i 1851-

ARRANGEMENT: Chronological, thereunder by volume number

DESCRIPTION:

In these volumes, known under various names, the laws passed at the annual sessions of the legislature are recorded, repealed laws are deleted, and the current laws grouped systematically by topic. Most have annotations which provide additional information on the law in question.

The first compilation was published in 1851. Thereafter the governor and legislature periodically appointed a commission to help compile and recodify the laws. Compilations were made in 1851, 1855, 1866, 1870, 1888, 1898, 1907, 1917, 1933, 1943, and 1953. Periodic updates, in the form of replacement volumes and pocket supplements, were made on the 1933, 1943, and 1953 editions to bring their holdings up to date with the current changes in the law. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1851 through 1953. Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1953 and continuing to the

AGENCY: Legislature

SERIES: 83238

TITLE: Utah code annotated

(continued)

present. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This disposition is based on the documentation and reference annotations provided on Utah legislation and statutes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 1052

4

TITLE: Utah code unannotated

DATES: i 1982-

ARRANGEMENT: Chronological, thereunder numerical by volume. Entries are by title number.

DESCRIPTION:

The Utah Code Unannotated was issued to meet "the need for the entire Utah Code to be readily available and compact enough to fit in a briefcase." It is printed by a private company.

This series contains a copy of the current law for any given year. Entries are organized into numbered titles, chapters and sections. No historical or legal annotations are included. A set of three or four volumes is issued annually or biennially.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/26/2000

FORMAT MANAGEMENT:

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Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature

SERIES: 1052

TITLE: Utah code unannotated

(continued)

APPRAISAL:

Historical Legal

PRIMARY CLASSIFICATION:

Public